

Permission Inquiry for Graduate Research Study

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a graduate student pursuing [Your Degree] at [Your University]. I am currently conducting research on [Brief Description of Study Topic] as part of my thesis/dissertation.

I am writing to request your permission to [describe the specific request, e.g., access certain data, conduct interviews, observe a program, etc.] as part of my research study. The information gathered from this study will be used solely for academic purposes and will be treated with the utmost confidentiality.

If you are willing, I would appreciate the opportunity to discuss this further at your convenience. I am happy to provide additional details about my research and how it may benefit your organization.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your University]